

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 33-111

AIR FORCE MATERIEL COMMAND

Supplement 1

22 JUNE 1999

Communications and Information

TELEPHONE SYSTEMS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement contains guidelines and procedures for managing telephone systems under AFMC jurisdiction. It is recommended that each base Command, Control, Communications, and Computers (C4) Systems Officer (CSO) develop a supplement to outline local procedures for managing telephone systems. Base supplements can add to but not take away from the AFI and MAJCOM supplement. This supplement does not apply to the Air National Guard or US Air Force Reserve units and members. Send comments and suggested improvements to this publication on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFMC CSO/SCSC, 4225 Logistics Ave, Suite 20, Wright-Patterson AFB, OH, 45433-5759.

SUMMARY OF REVISIONS

This supplement updates AFMC requirements to reflect changes in AFI 33-111 (revised 1 May 98).

AFI 33-111, 1 May 1998, is supplemented as follows:

1.1.1. The base CSO processes requirements according to base supplemental procedures.

1.1.4. AFMC units/sites must forward the original copy of the Air Force Form 1218, **Request for Communications Service**, to AFMC CSO/SCSC, 4225 Logistics Avenue, Ste 20, Wright Patterson AFB OH 45433-5759 for review and MAJCOM approval. Following MAJCOM approval, the original will be forwarded by the MAJCOM to the 38 LS/LGCX, 4022 Hilltop Rd, Suite 211, Tinker AFB OK 73145-2713, contracting office. The contracting officer must also approve any change to an existing Communications Service Authorization (CSA). Customers will receive written approval for CSA changes via DD Form 428, **Communications Service Authorization**, before authorizing the vendor to proceed.

1.1.5. (Added) 38 LS/LGCX, Tinker AFB OK provides CSA training. Request training allocations through AFMC CSO/SCSC. Training is 3 duty days and is unit funded.

1.2.3. The CSO or their designated representative will submit a monthly summary of CSA expenditures to AFMC CSO/SCSC, via e-mail james.alderink@wpafb.af.mil. See attachment 1 of this supplement. The reporting requirement in this paragraph is exempt from licensing in accordance with paragraph 2.11.12. of AFI 37-124, *The Information Collections and Reports Management Program*; Controlling Internal, Public, and Interagency Air Force Information Collections.

4.1. (Added) If the wing commander authorizes acceptance of collect calls, the CSO must submit an AF Form 1218, **Request for Communication Service**, to obtain authorization on each CSA, this allows payment for collect calls billed through the Local Exchange Carrier (LOC). If there are any other carrier bills for collect calls other than the LEC, use SF Form 44, **Purchase Order Invoice Voucher**, to pay for these calls. (Maintain IAW AFMAN 37-139, Table 33-9, Rule 10)

7.1. Approval authority for official telephones in personal quarters is delegated to the wing commander.

7.1.4. (Added) CSO will validate official telephone service in quarters annually.

8.1. The wing commander has the authority to approve the acquisition and use of telephone calling cards for the purpose of making official telephone calls.

8.5. The decision of whether to permit use of calling card calls from the home station is at the discretion of the wing commander.

8.6. (Added) CSO will validate and inventory calling cards annually.

10.1.2. On a government-owned and maintained telephone system, the local communications organization is the only activity authorized to acquire, install, relocate, maintain, and remove telephone and associated telephone systems and equipment and/or oversee contracted actions of the same nature.

10.1.3. CSO will submit an annual certification letter ensuring that services are valid and charges are correct for CSAs issued by 38 LS/LGCX. Annual certifications are due NLT 1 Sep to AFMC CSO/SCSC, 4225 Logistics Ave, Suite 20, Wright-Patterson AFB OH 45433-5759. See attachment 2 of this supplement. (Maintain IAW AFMAN 37-139, Table 33-9, Rule 10)

10.1.5. Maintain separate records for government-owned telephone equipment and circuits being used by contractors. Establish procedures with the base contracting office to provide reimbursement for government telephone equipment and circuits used by contractors. These procedures are to be included in the base supplement.

10.1.15. (Added) Privately acquired equipment cannot be used unless written permission is received from the base CSO. Procedures are to be included in the base supplement.

10.3.4. Prewiring is the acquisition and installation of communications wiring as an integral part of major facility construction and alteration contracts. See AFMCI 33-101, *Bandwidth On Demand (BWOD) Base-line Definition*.

11.1. Organizations will appoint a primary and alternate Telephone Control Officer (TCO) in the grade of E-5/Civilian equivalent or above.

17. Approval authority for new electronic phones, speaker phones, cellular telephones, telephone answering devices, auto dialers, off-premise extensions and other special features is delegated to the wing commander or designated representative. Consider availability of funds, recurring costs, and mission essentiality prior to approval.

17.1. (Added) Process all voice mail requirements through the base communications squadron. Use GSA and Purchase of Telecommunications Service (POTS) contracts as primary sources for buying individual voice mail systems.

17.1.1. (Added) Customers buying individual voice processing systems must develop a life cycle logistics plan to include maintenance and database administration coverage beyond normal warranty.

17.1.2. (Added) The CSO should discourage the use of cordless phones. Cordless phones inherently raise communications security concerns with possible frequency interference with other cordless phones.

17.2. (Added) Communications personnel will not be responsible for maintenance of any privately owned devices. If such devices conflict with government installed equipment, disconnect the device. The government will not be responsible for any damage to privately installed communication devices. When necessary, CSO will program switch feature Cutoff On Disconnect (COD) on lines connecting privately owned instruments.

19. HQ AFMC/SC is the approval authority for new telephone key systems.

23.1.1. AFI 65-601, Vol 1, *Budget Guidance And Procedures*, para. 4.24.33, and Figure 4-2, provides guidance for paying commercial "unofficial" telephone service cost. This paragraph, along with Figure 4-2, describes funding procedures for acquiring, installing, and maintaining inside wiring used to provide commercial "unofficial" telephone service in facilities such as dormitories, military family housing, VAQs, VOQs, TLFs, etc. This funding guidance refers to the inside wiring that extends between the telephone company's point of demarcation at a facility and the subscriber's telephone outlet.

23.1.1.1. (Added) Providing Telephones for Government Transient Facilities (IAW AFI 65-601, Vol 1). Air Force installations may spend appropriated funds for telephone service and equipment in transient quarters when sufficient official need exists for a telephone. CSO must establish controls that prevent paying for unofficial toll calls with appropriated funds. CSO must also establish procedures for billing authorized direct toll calls made by transient residents.

29.6. (Added) Wing CSOs will notify AFMC CSO/SCS of any telephone monitoring violations.

30.1.3. When it is cost effective, units should collect for any unauthorized call.

42.1. AFMC preferred ways of providing telephone directories in rank order:

- Load the directory onto a LAN/WAN or distribute through the Compact Disc Format.
- Print limited quantities for activities not having access to computers.
- Include the telephone directory as part of the Base Welcome Brochure.

Attachment 7 (Added)**EXAMPLE FORMAT FOR AMOUNT OF MONEY SPENT ON EACH CSA****Table A7.1. Example Spread Sheet to Replace Forwarding SF Form 1034 to AFMC CSO/SCSD and 38 LS/LGCX.**

BASE/CITY	UNIT/ OFC SYM	STATE	MAJCOM	CSA	Oct-97	Nov-97	Dec-97
Wright-Patterson AFB	88 CS/ SCMTR	OH	AFMC	DCA200-91-H-00 16-TF33	\$100.00	\$100.00	\$100.00
Wright-Patterson AFB	88 CS/ SCMTR	OH	AFMC	DCA200-89-H-00 12-TF1Q	\$25.00	\$25.00	\$25.00

Attachment 8 (Added)
EXAMPLE ANNUAL CSA CERTIFICATION MEMO

MEMORANDUM FOR AFMC CSO/SCSC

4225 Logistics Avenue, Ste 20

Wright-Patterson AFB OH 45433-5759

FROM: 50 CS/SCX

628 S. Fourth St

Tinker AFB OK 73145-2713

SUBJECT: Communication Annual Funds and Inventory Certification

1. I certify that sufficient funds have been included in the FY99 budget to defray all monthly recurring charges resulting from the continuation of service listed in the following CSA contract(s) during FY99. This certification applies to any possible reaward or modifications of the referenced CSA(s) made within FY99. Subsequent FY certifications will reference the current CSA number(s). See the attached CSA list.

2. The listed CSAs are current and accurate or include identification of discrepancies as required by AFI 33-111.

3. Attached are the name, address, telephone number(s), and e-mail address of the Base CSO, the individual responsible for submitting AF Form 1218s and maintenance of DD Form 428s, and the unit resource advisor/manager.

4. If further information is required, point of contact is John Doe, DSN 885-6789 or (405) 555-6789.

JANE SMITH
RESOURCE ADVISOR

2 Attachments

1. Personnel List
2. CSA List

Attachment 1
PERSONNEL LIST

John Doe, Lt Col

CSO

72 CS/SC

DSN: XXX-XXXX

COMM: XXX-XXX-XXXX

DSN FAX: XXX-XXXX

COMM FAX: XXX-XXX-XXXX

E-Mail: xxx@wpafb.af.mil

Ms Jane Doe

Base CSA Manager

72 CS/SCMC

DSN: XXX-XXXX

COMM: XXX-XXX-XXXX

DSN FAX: XXX-XXXX

COMM FAX: XXX-XXX-XXXX

E-Mail: xxx@wpgate1.wpafb.af.mil

Mr John Doe

Unit Resource Advisor/Manager

72 CS/SC

DSN: XXX-XXXX

COMM: XXX-XXX-XXXX

DSN FAX: XXX-XXXX

COMM FAX: XXX-XXX-XXXX

E-Mail: xxx@wpgate1.wpafb.af.mil

Attachment 2
CSA LIST

CSA	FY99 FUND CITE	COMPANY NAME
DCA200-97-H-0015-TF10	5793400 309-47E1-30838D-040000 49200 72895F 503000 F03000	ABC Communications INC 703 Cross View Courts Erlanger OH, 45398-6000

WILLIAM G. LUDT Colonel, USAF
Deputy Director, Communications and Information